

# **ATTENTION** **CONTRACTORS**

If you download this RFQ from the website, **it is your responsibility to advise WOU's Planning Office** that you have done so. This will allow us to add you to the Respondent's List, and advise you of any addenda issued for this Project.

**Failure to do so may cause your submittal to be rejected as non-responsive.**

To add your company to the Respondent's List, email or fax a signed copy of **your company's letterhead** to

Paul Finke at [finkep@wou.edu](mailto:finkep@wou.edu)

Or

Donna Litchfield at [litchfid@wou.edu](mailto:litchfid@wou.edu)

Or

Fax: 503-838-8081

**Be sure to clearly identify the name and email address of a contact person within your company.**



# **REQUEST FOR QUALIFICATIONS (RFQ)**

## **CONTRACTOR SERVICES**

for the

## **WEST CAMPUS PARKING LOT AND STREET IMPROVEMENT PROJECT**

at

## **WESTERN OREGON UNIVERSITY**

### **PROJECT WEB SITE:**

<http://www.wou.edu/admin/plant/pp/planning.html>

ISSUE DATE: 7 February 2013

RFQ CLOSING (DUE) DATE & TIME: Tuesday, March 5, 2013, 3:00 PM, PST

**NO LATE RESPONSES WILL BE ACCEPTED**

### **SUBMITTAL LOCATION**

Western Oregon University Planning  
Office

Attention: Paul Finke  
345 N Monmouth Ave  
Monmouth, Oregon 97361

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## **I. INTRODUCTION**

The Oregon State Board of Higher Education, on behalf of Western Oregon University (“WOU” or “Owner”) is seeking Statements of Qualifications from Contractors interested in bidding on a West Campus Parking Lot and Street Improvement Project (hereafter referred to as the “**Project**”) for WOU, scheduled for construction during the summer of 2013.

WOU will utilize this RFQ process to obtain information to pre-qualify three to five bidders through evaluation of:

- a) Responses to questions contained in this document;
- b) Results of reference checks, and
- c) Other relevant information that may be obtained.

Following the selection of the pre-qualified bidders, WOU will issue Project bid documents, including plans and specifications, to the selected contractors and post an Invitation to Bid (ITB) on the OUS Business Opportunity website: <https://secure.ous.edu/bid/> notifying subcontractors and suppliers of the Project and the names of the pre-qualified Prime Contractors.

Respondents to this RFQ must document their recent experience on projects of similar size, scope and setting. In addition to experience and skill specific to this type of project, Statements of Qualifications must address ability, familiarity, and expertise with construction coordination, schedule development, local labor and sub-contracting markets, and communication with Owner and jurisdictional authorities.

Only contractors registered and in good standing with the Oregon Construction Contractors Board will be considered in the selection process. Statements of Qualifications from unregistered contractors will be deemed "non-responsive" and will not be evaluated or scored.

This Project is subject to BOLI prevailing wage rates and OUS General Conditions for Public Improvement Contracts. In addition, all work on the Project must comply with all Federal, State, County, and City codes, regulations, ordinances, laws, and other rules and restrictions that may apply.

## **II. PROJECT DESCRIPTION**

This scope of the Project is to construct a new parking lot the west edge of campus and to make half-street improvements on a portion of Church Street, approximately 800 feet in length, from Stadium Drive west to a point adjacent to the new parking lot. Currently the Project site is primarily part of an intramural athletic field with underground irrigation, and a small gravel parking lot adjacent to the field. The new lot will provide spaces for approximately 320 vehicles and will include a short access road, lighting, bioswales, and a storm water retention system. This will be a turn-key project scheduled to begin in mid June and be completed by September 20, 2013.

## **III. SELECTION PROCEDURE AND TIMETABLE**

Responses to this RFQ, will be evaluated and scored by a selection committee comprised of voting

and non-voting representatives from WOU's Physical Plant staff, in consultation with the Project Engineer. Based on a tally of the individual scores, at least three (3) but not more than five (5), companies will be selected and identified as pre-qualified bidders for the Project.

The contract for the Project will ultimately be awarded to the contractor submitting the lowest lump-sum bid

Estimated timetable for the RFQ process is as follows:

February 7, 2013	Publicly Advertise RFQ
March 5, 2013	Statement of Qualifications due
March 14, 2013	Announce three to five Pre-qualified Bidders
March 28, 2013	Issue Invitation to Bid (to Pre-qualified Bidders)
April 3, 2013	Mandatory site walk-through (w/ Pre-qualified Bidders)
April 16, 2013	Bids due (from Pre-qualified Bidders)

NOTE: This timetable is subject to change as necessary.

#### IV. INSTRUCTIONS TO RESPONDENTS

Responses must be contained in a document **not to exceed twelve (12) single sided pages** including pictures, charts, graphs, tables and text that the respondent deems appropriate. No supplemental information to the 12 page Proposal will be allowed. Resumes of key individuals proposed to be involved in this Project are exempted from the 12-page limit and should be **appended to the end of your response**. Also excluded from the page count are: transmittal letter, table of contents, front and back covers, and blank section/numerical dividers.

Information should be **presented in the same order as the following evaluation criteria**. Format of the response should follow the outlined below and be signed by an officer of your company with the authority to commit the company. **The response should be submitted in a soft-bound** (comb or spiral, – no three-ring binders) booklet with maximum page size of 8 ½ x 11 inches. Only fold-outs for project schedule and site logistics plan are allowed, and should not exceed 11 x 17 inches each. The page layout should have 1 (one) inch margins and the text of the response should use standard business font size.

WOU may reject any submittal not in compliance with all prescribed public bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon a finding by WOU that it is in the public interest to do so.

Please note that throughout this procurement, WOU will not accept responses or queries that require WOU to pay the cost of production or delivery. WOU is an AA/EEO employer.

**Telephone, facsimile, or electronically transmitted submittals will not be accepted, and responses received after the closing date and time will not be considered.**

## V. RESPONSE REQUIREMENTS/EVALUATION CRITERIA

Response to the criteria listed below will be scored to determine the pre-qualified bidders in the selection process. **Please respond to each criterion in numerical order.** For ease in scoring the responses, please provide tabs keyed to each of the following criteria numbers. Indicate in writing the following information about your company's ability and desire to perform this work.

### 1) Company Background (Weight 20)

Briefly describe your company's history, principal office location, number of employees, etc. Include information identifying the company's annual volume, and financial/bonding capacities. List any services that your company could self perform. Identify the proportion of your company's work for public vs. private sector clients.

### 2) Experience (Weight 20)

Describe your company's recent experience and success with parking lot and street improvement projects of similar size, scope and schedule requirements. Identify projects which most closely resemble this Project in terms of size and complexity.

### 3) Key Personnel (Weight 25)

Identify the project manager and project superintendent, proposed for the Project, indicate how long they have been employed by the company, and list specific projects they have successfully completed while employed with your company. Identify alternate personnel for these positions to allow for project assignment conflicts.

### 4) Workforce Diversity Management Plan (Weight 10)

Indicate if your company is a certified or self-identified Minority, Women, or Emerging Small Business (MWESB) and provide a description of your company's workforce diversity Management Plan to increase the diversity of your own workforce, and for subcontracting with, or purchasing from, historically underrepresented businesses. This plan may include your company's nondiscrimination practices, subcontracting strategy, workforce diversity program, and/or outreach plan to increase MWESB participation. Provide any historical examples of projects, within the past three (3) years, that documents your company's use of MWESB joint ventures, subcontracting, or mentoring plans.

The Management Plan, except for any percentage goals to utilize historically underrepresented businesses, shall become part of the contract and must be implemented as described unless changes are requested and approved in writing in advance by WOU or are required by applicable laws, ordinances, codes, regulations, rules or standards.

### 4) Workload (Weight 15)

Provide the status of your company's current major work in terms of schedule and dollar volume, and discuss your capability to undertake this Project in relation to your bonding capacity and the workload of your key personnel.

### 5) Market & Industry Knowledge (Weight 10)

Describe how your company's knowledge, methods, and experience in the industry, and with local subcontractors and suppliers, can benefit this Project.

#### 6) References (Not Scored)

Provide the names, addresses and phone numbers of three current or former client/project owners that may be contacted as references for your company and for the key personnel identified above. Verify that the contact information is current and that the individuals identified have had direct involvement with the referenced project. References should be of projects currently underway or completed within the last five years.

### **VI. PROPOSAL EVALUATION**

Members of the evaluation committee will score each submittal on the basis of responses to the evaluation criterion described above. Each member of the evaluation committee will score each criterion between 0 and 5 (five being the highest), and multiply that number by the “weight” assigned to the criterion. The sum of the weighted scores will yield the total score for each company. The evaluation committee will then tally the individual member scores and thereby determine the final ranking of all the candidate companies. The top ranked companies, at least three (3), but not more than five (5), will be selected to participate in the Invitation to Bid.

The reference information will not be separately scored, but results obtained from these and/or other reference checks will be utilized in evaluating and scoring the other criteria. Final selection of pre-qualified bidders will be based on all information received, presented, and otherwise gleaned throughout the course of this selection process.

### **VII. FINANCIAL RESPONSIBILITY**

WOU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting company’s financial responsibility to perform the anticipated contract. Submission of a signed response shall constitute approval for WOU to obtain any credit report information WOU deems necessary to conduct the evaluation. WOU shall notify a company, in writing, of any other documentation required, which may include, but need not be limited to: recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information; etc. Failure to promptly provide this information shall result in rejection of the submission.

WOU may postpone the award or execution of a contract or selection of finalists in order to complete its investigation and evaluation. Failure of a company to demonstrate financial responsibility shall render them non-responsible and shall constitute grounds for response rejection.

### **VIII. SUBMISSION**

**Responses must be received by: 3:00 PM, Tuesday, March 5, 2013**

Submit **five (5)** copies of your Statement of Qualifications, by the closing date and time noted above to:

Paul Finke  
Facilities Engineer  
Western Oregon University

345 N. Monmouth Ave  
Monmouth, OR 97361  
Phone: 503-838-8129 FAX: 503-838-8081  
email: finkep@wou.edu

**Telephone, facsimile, or electronically transmitted submittals will not be accepted, and responses received after the closing date and time will not be considered.**

## **IX. QUESTIONS**

All questions and contacts with WOU regarding any information in this RFQ must be addressed either in writing, fax, or email to Paul Finke at the address, email or fax listed in Section VIII. If you are unclear about any information contained in this document (project, scope, response format, etc.), you are urged to submit those questions in writing for formal clarification.

## **X. SOLICITATION PROTESTS**

Respondents may submit a written request for change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications that a company believes limits competition) to Paul Finke at the address, email or fax listed in Section VIII of this document. Such requests for change and protests shall be received no later than 5:00 p.m., February 14, 2013. Such requests for change and protests shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

## **XI. CHANGE OR MODIFICATION**

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFQ and will be made available to all companies by publication on the WOU's Planning Office web site at: <http://www.wou.edu/admin/plant/pp/planning.html> It is the responsibility of each company to visit the website and download any addenda to this RFQ. **Failure to do so may render the company's submission non-responsive.** No information received in any manner different than as described herein shall serve to change the RFQ in any way, regardless of the source of the information.

## **XII. SELECTION PROTESTS**

Any respondent to this RFQ who claims to have been adversely affected or aggrieved by the selection of a competing respondent shall have seven calendar days after selection notification to submit a written protest of the selection. Protest should be addressed to: Eric Yahnke, Vice President for Finance & Administration, Business Office, 345 N Monmouth Avenue, Monmouth, OR 97361. Any such protests must be received by Mr. Yahnke no later than 5 business days after the selection has been announced.

## **XIII. PROPRIETARY INFORMATION**

WOU shall retain this RFQ and one copy of each original responses received, together with copies



of all documents pertaining to the award of a contract. These documents will be made a part of a file of record, which shall be open to public inspection after responder selection and award is announced. If a response contains any information that is considered a trade secret under ORS 192.501(2), mark each sheet of such information with the following legend: **“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance”. Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential shall accompany the response, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety shall be considered non-responsive and shall be rejected.

#### **XIV. CERTIFICATION OF COMPLIANCE WITH TAX LAWS**

By submission of the Proposal, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Company and that Company is, to the best of the undersigned’s knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, “Oregon Tax Laws” means a state tax imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620.

END OF RFQ